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Class Specifications
for the Class:

DUPLICATING MACHINE OPERATOR I
(DUPLICATING MACHINE OPTR I)

Duties Summary:

Operates one or more kinds of duplicating machines in the routine reproduction of reports, office forms, documents and other material; performs routine clerical work; makes minor repairs or adjustments to equipment; and performs other duties as required.

Distinguishing Characteristics:

This is the entry level in the Duplicating Machine Operator series. At this level, incumbents perform routine and recurring assignments where instructions and guidelines are detailed and specific. Incumbents receive on-the-job training and guidance in the operation and adjustment of various types of duplicating machines, including the offset press, and in related functions and processes. Person-to-person work relationships are generally limited to other employees in the organization and to giving or receiving information.

Examples of Duties:

Operates a duplicating machine such as mimeograph, xerox, electrostatic copier, or other similar machines in reproducing copies of office forms, leaflets, circulars, documents, bills, and other materials; operates such machines as blueprint, ozalid, copyflex or photostat machines in making prints of maps, plans, drawings, tracings, charts, documents, and certificates on sensitized paper; mixes ink, developing and fixing solutions; cuts, codes, and keeps current files of addressograph plates and mailing lists; does filing, posting, and other similar clerical tasks; may operate a typewriter in cutting metal name plates or recording changes to license plates; operates other office machines such as paper cutter, perforator, collator, folding, stapling and binding machines; operates an offset press in performing routine and recurring duplicating work using a single

color and standard paper stock; makes minor adjustments to machines.

Knowledge and Abilities Required:

Knowledge of: Office practices and procedures.

Ability to: Follow both oral and written instructions; learn and perform simple and repetitive clerical tasks; learn to operate and make minor repairs and adjustments to various duplicating and auxiliary equipment; learn about the papers, inks and various fixing and developing solutions required for work assignment.

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This is an amendment to the specification for the class
DUPLICATING MACHINE OPERATOR I, which was approved on July 5,
1969.

DATE APPROVED: 3/18/77

Wayne Yamasaki
for DONALD BOTELHO
Director of Personnel Services